Student’s Handbook

Revised 2017
Pallotti High
School
Princess Margaret Drive
P.O. Box 180
Belize City, Belize
Tel: (501) 224-4886
administration@pallotti.edu.bz
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Welcome to Parents and Students

May the peace and grace of Christ be with you.

Students, Pallotti High School welcomes you. It is our hope that you have chosen to come to Pallotti to be ennobled by virtues set out by our founder St.Vincent Pallotti. These virtues include honesty/integrity, justice, obedience, truthfulness, loyalty, faithfulness, and love of God. Here at Pallotti High School, like our founder, we endeavour to live out the great commission set by our Lord Himself to go forth and spread the Good News; which is the gospel itself. Pallotti High School aims to develop mature Christians who strive to understand and practice their faith; and who are committed to live according to Christian principles.

Pallotti High School is a Catholic high school and offers its students a wide range of learning opportunities in academics, athletics, performing arts, and extra-curricular activities. All are designed to serve our mission of developing students spiritually, academically, physically, and socially that is the holistic approach with our school motto as “THE LOVE OF CHRIST IMPELS US”. Like our founder, you too will learn servitude and humility through your participation in community service.

The formation of character is an essential part of education. Therefore, reasonable rules are put in place to govern students’ behaviour on campus as well as their out-of-class lifestyles.
“Upon acceptance to Pallotti High School students are bound to the rules and policies as contained in this Student’s handbook. This therefore becomes a legal and binding contract between the school and the Parents/Student. Both Parent(s) and Student are expected to sign the relevant form further solidifying their agreement to be bound by these rules and policies.”

These rules and regulations should be considered to be a positive aspect of the Pallottine lifestyle, as they serve as a means of developing self-discipline and self-control. They are not meant to stifle or infringe upon your freedom, but rather to help you become the woman you are meant to be. Whatever is learnt now as a youth will help you to accomplish your goals in life and prepare you to become productive leaders of Belize.

Students, your responsibility is to learn and use your gifts in creative ways for the service of Christ through others. This is an opportunity for you to grow not only intellectually but also spiritually Parents/Guardians, take your role as the provider, nurturer, and role model seriously, as you guide your child to become a productive citizen to live out the gospel message with joy.

God bless us all.

Sr. M. Clara Teul, S.A.C.

Principal
**Catholic Character**

**Theological Virtues**
- Faith
- Hope
- Charity

**Moral Cardinal Virtues**
- Prudence
- Justice
- Temperance
- Fortitude

**Evangelical Counsels**
- Poverty
- Chastity
- Obedience

**Corporal Works of Mercy**
- Feed the hungry.
- Give drink to the thirsty.
- Clothe the naked.
- Shelter the homeless.
- Visit the sick.
- Visit the imprisoned.
- Bury the dead.

**Spiritual Works of Mercy**
- Counsel the doubtful.
- Instruct the ignorant.
- Admonish the sinner.
- Comfort the sorrowful.
- Forgive injuries.
- Bear wrongs patiently.
- Pray for the living and the dead.

**Gifts of the Holy Spirit**
(Isaiah 11:2-3)
- Wisdom
- Understanding
- Counsel
- Fortitude
- Knowledge
- Piety
- Fear of the Lord

**Fruits of the Holy Spirit**
(Galatians 5:22-23)
- Love
- Joy
- Peace
- Patience
- Kindness

- Goodness
- Faithfulness
- Gentleness
- Self-Control
School Prayer

Prayer in Honor of St. Vincent Pallotti

Saint Vincent Pallotti, you were molded by God, the infinite love. You answered God’s call to serve Him. You were there for those seeking counsel, for the sick, for the youth and the aging, for the rich and the poor, for people of any profession and walk of life.

All were important to you.

You wanted to inspire each and every one for the Kingdom of God, reminding people of their duty to be apostles and preparing them for this work.

Now I call upon you to intercede for me.

Help me to pray.

Help me to pray only for what I truly need, what I can truly use, what is for my salvation and the honor of God. You received many graces and gifts from God. You always thanked God beforehand, as if your prayer had already been answered.

PAUSE FOR PETITIONS

Saint Vincent Pallotti, I ask you to submit my petitions to God. Be my helper as I place this prayer before God the Father, through Jesus Christ.

Do not leave me without your help.

Bless me. Show me the way to Christ.

Through the Spirit, lead me to the Father.

Amen.
Pallotti High School Song

Ala la la la la la la la la
Ala la la la la la la la la (2x)
Cho: We welcome you to Pallotti High School
Vincent set the stage, and we follow
P-a-l-l-o-t-t-i High    P-a-l-l-o-t-t-i High

The charity of Christ impels us on
Vincent set the stage and we follow
Fell the zeal and humility
Vincent set the stage and we follow. Cho.

Vincent formed the UAC
Vincent set the stage and we follow
All for the infinite glory of God
Vincent set the stage and we follow. Cho.
• **SIGN OF THE CROSS**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

• **APOSTLES’ CREED**

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; on the third day He rose again from the dead. He ascended into heaven, and sits at the right hand of the God, the Father Almighty, from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the Communion of Saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

• **OUR FATHER**

Our Father, Who art in heaven; hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation; but deliver us from evil. Amen.

• **HAIL MARY**

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

• **GLORY BE**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.
• ST. AUGUSTINE

Breathe in me, O Holy Spirit, that my thoughts may all be holy. Act in me, O Holy Spirit, that my work, too, may be holy. Draw my heart, O Holy Spirit, that I love but what is holy. Strengthen me, O Holy Spirit, to defend all that is holy. Guard me, then, O Holy Spirit, that I always may be holy.

• ST. AUGUSTINE

Too late have I loved you, O Beauty so ancient, O Beauty so new. Too late have I loved you! You were within me but I was outside myself, and there I sought you! In my weakness I ran after the beauty of the things you have made. You were with me, and I was not with you. The things you have made kept me from you - the things which would have no being unless they existed in you! You have called, you have cried, and you have pierced my deafness. You have radiated forth, you have shined out brightly, and you have dispelled my blindness. You have sent forth your fragrance, and I have breathed it in, and I long for you. I have tasted you, and I hunger and thirst for you. You have touched me, and I ardently desire your peace.

• ST. PATRICK

Christ be with me, Christ within me, Christ behind me, Christ before me, Christ beside me, Christ to win me, Christ to comfort me and restore me, Christ beneath me, Christ above me, Christ in quiet, Christ in danger, Christ in hearts of all that love me, Christ in mouth of friend and stranger.
**ST. FRANCIS**

Lord, make me an instrument of your peace.
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.
O Divine Master, grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved as to love.
For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life. (attributed)

**ST. THOMAS AQUINAS**

Creator of all things, true source of light and wisdom, lofty origin of all being,
graciously let a ray of your brilliance penetrate into the darkness of my
understanding and take from me the double darkness in which I have been born,
an obscurity of both sin and ignorance. Give me a sharp sense of understanding,
a retentive memory, and the ability to grasp things correctly and fundamentally.
Grant me the talent of being exact in my explanations, and the ability to express
myself with thoroughness and charm. Point out the beginning, direct the
progress, and help in completion; through Christ our Lord.

**ST. TERESA OF AVILA**

Christ has no body now but yours, No hands but yours, No feet but yours.
Your eyes are the eyes through which Christ’s compassion must look out on the
world. Yours are the feet with which He is to go about doing good.
Yours are the hands with which He is to bless us now.
ABOUT PALLOTTI HIGH SCHOOL

MISSION STATEMENT

Pallotti High School, founded on Roman Catholic principles, educate young women to become productive, exemplary and responsible citizens, by providing a dynamic and holistic curriculum, which caters for our evolving diverse and multicultural society.

VISION

Pallotti High School strives to be a healthy and supportive environment where students are equipped with a holistic education to function in a global world.

PHILOSOPHY AND OBJECTIVES

Pallotti High School does not regard its role, or even its chief role, as the preparation of the students for a job or higher studies. It recognizes a need to expand education beyond the boundaries of the merely academic into the personal lives of its students.

Therefore, it provides those experiences, which will help each develop as a person. It considers most important her psychological, social, moral, and spiritual integrity.

Pallotti High School aims at the intellectual growth and personal development of its students. It is concerned with the development of true Christians who strive to understand and practice the Catholic religion and who participate in the apostolic work of the Church. It strives to educate its students to an awareness of their duties as citizens and of the need for wider and deeper concern for their society and for the world community.
Profile of a Pallotti Graduate

Responsible, virtuous, industrious, versatile, persistent, adaptable, competitive, academically competent

**Values:** productive citizens, morally and socially responsible, live spiritually enriched lives

**Beliefs:** humility, trust, integrity, honesty and courtesy
SCHOOL HISTORY

Pallotti High School was founded on June 24th, 1957. As there was no school building, the attic of the convent was remodelled into classrooms and a needlework room. From the beginning, Pallotti High School has had a home economics bias; all students are required to take cookery and needlework as part of our program for training better Christian homemakers.

At the time that Pallotti High School was opened with first form only, and an enrollment of thirty, the Pallottine Sisters took over the Homemakers’ Institute, which up to then, was in the hands of lay teachers. We continued to conduct this institute at the convent until all the students had completed the course.

By 1959 when work began on the construction of the new high school building, there were three forms housed in the convent and an enrollment of 117. A bitter trial was ours when, at the end of May, it was discovered that the new building, then three stories high, had begun to sink and was at least eighteen inches lower at the rear than at the front. As a result the completion of the school was delayed for nearly a year and one form had to use the Parish Hall at St. Joseph for a classroom. At last, at the end of August, 1961, our brightly painted, very modernly equipped school was ready for its blessing.

Just two months after the blessing of Pallotti High School, hurricane Hattie wreaked havoc with our country. Pallotti did not escape. All the furnishings for the entire ground floor had to be replaced, including all the equipment in the domestic science kitchen, furniture for two classrooms and all the office equipment and supplies. Thanks to the generous aid from Governments, friends, and relatives abroad, Pallotti soon became a buzz of activity.
OUR EMBLEM

The emblem of our school embodies Vincent Pallotti’s ideals. Our motto, “Virtus Nobilitat” is meant to remind us that practicing virtue of any kind will make us noble. A noble girl is a magnanimous, big-hearted, generous, honest girl.

When a person trains herself to perform morally good actions or to think good thoughts habitually, she cannot help being uplifted, ennobled.

In our emblem, two basic virtues are symbolized: purity, by a lily, and faith, by a star.

Whenever we look at our emblem, therefore, we should be inspired to imitate the virtues of Our Lord and His Blessed Mother. Remember always, “VIRTUE ENNOBLES’”
OUR PATRON SAINT

St. Vincent Pallotti was an exceptional apostolic priest who worked in Rome in the last century. His ideal was to live for the infinite glory of God and to work untiringly for the salvation of souls. His singular idea that every Catholic should be an apostle has won for him the honour of being called the fore-runner of Catholic Action. His devotion to Mary Queen of Apostles and to Jesus, the Apostle of Eternal Father, are unique characteristics in his life.

When Vincent was a student at the School of San Pantaleone, he was a great favourite with his teachers because of this obedience and his industry, yet they could not deny the fact that at first, despite his application, he made little progress in his studies. “Vincent is a little saint”, they would say, “What a pity he should be so dumb!” The boy was not too worried about this, but his mother was... They had a long serious talk about it. Finally she said, “I think you ought to make a novena to the Holy Spirit to help you in your studies”. He did so, and the dullness of his mind vanished as by a miracle. His studies became easier for him. It was not long before he had taken first place in his class.

Success in his studies in no way impaired progress in the spiritual life, his charity to the poor was tender and generous. To help students with their studies he organized review and quiz classes for them in his father’s home. Daily were his devotions to the blessed Virgin for the sake of purity.

St. Vincent Pallotti
GENERAL INFORMATION

Office Hours:
The High School Office is open for business as outlines below:

Mondays — Thursdays
7:30 a.m. — 4:30 p.m.

Fridays
7:30 a.m. — 4:00 p.m.

Please limit all school business to these hours.

DRESS CODE

Uniform: A uniform is a symbol of membership in an organization of which the members ought to be proud. Your uniform identifies you as a member of Pallotti High School. Every Pallotti student is required to wear the full uniform which consists of:

1. A full white dress that falls three (3) inches below the knee, with a three (3) inch hem, and which is not tight-fitting must be worn. Uniforms will be ripped if shorter than the required length. Every girl MUST have enough dresses to be able to wear her uniform to school at all times.
2. A full white slip and no coloured under-garments including tights.
3. A green badge with the emblem of the school, fastened on with press-studs and absolutely no Velcro or pin.
4. A green tie with a medal of St. Vincent Pallotti.
5. ID must be worn at all times with designated Pallotti High School lanyard.
6. Plain white tall socks at least three (3) inches above the ankle bone.
7. A pair of solid plain closed-up black shoes with heels of no more than two inches high AND below the ankle-bone. Absolutely no boots nor sandals are allowed.

A STUDENT WILL NOT BE ALLOWED IN SCHOOL WITHOUT THE FULL UNIFORM.
**Accessories:**

1. No make-up is allowed in school including lip gloss, eyeliner, lip-liner, mascara, coloured contact lens, and facial glitters. No nail polish (not even natural nail polish), and no acrylic nails is allowed. Lip balm/chap stick may be used ONLY during times of cold weather.

2. Hair must be worn in a simple hair style (no fancy hair style). Hair bands and clips must be white OR black. No coloration of hair. Hair must be fastened at the back in a ponytail or bun.

3. Earrings must be only small white, gold, silver or white pearl stud or solid knob (e.g. no heart, moon, star, plait). One pair of earring must only be worn on the lower part of the ear-lobe.

4. **NO CHAIN, CORD, CHARM NOR ANY TYPE OF FASHION JEWELRY MAY BE WORN.**

5. Absolutely NO rings, bracelets or anklets are allowed.

6. No shaving, plucking, waxing or threading of eyebrows once enrolled at Pallotti High School.

7. Only white, black, silver or gold watch may be worn on the wrist.

8. Absolutely no tattoos on any part of the body are allowed, once a student has been accepted at Pallotti High School. If any additional tattoo is found to be on the student, she will be given a suspension of 10 school days.

9. When it is cold students are allowed to use:
   i.) a button down sweater

The length of the above should not exceed the hip-line, and these are not to be tied around the waist.

Absolutely NO SHIRTS should be worn over the uniform.

**STUDENTS WILL BE FINED $5.00 FOR VIOLATION OF THE ABOVE RULES.**

The violation fees must be paid within five school days for first time offence, second offence will result a fee and a marked demerit.

Additional jewellery and accessories worn with the uniform outside of school compound will be confiscated and fined according to the rules and regulations.
ANY ARTICLE TAKEN AWAY DUE TO VIOLATION OF SCHOOL RULES WILL BE RETURNED AT THE END OF THE TERM IN WHICH IT WAS CONFISCATED

N.B. Need to keep this on record.

Casual Clothing Regulation:

On days when students are allowed to dress in casual clothing they must wear their Pallotti shirt ONLY and long jeans pants.

1. Rules for jewellery are the same as for regular school days.
2. No clothing with straps allowed.
3. Only long jeans pants.
4. No splits on any clothing whether pants, skirts, blouses or dresses.
5. The length of the dress or skirt must be the same as the school uniform.
6. No transparent or tight-fitting clothing.
7. The blouse must be no shorter than the hip-line.
8. No slippers, no hats, caps, scarves nor bandanas.
9. Sleeves should be no less than 3 inches from the shoulder-seam.
10. No make-up of any kind.
11. Clothing must not bear any vulgar or suggestive word/phrase or graphics.

Students who come on campus after normal school hours for evening or extra classes, music, CXC etc. MUST also abide by the casual rules. Failure to do so will result in the student being sent off campus and refused entrance in addition to the fine stated below.

STUDENTS WILL BE FINED $5.00 FOR VIOLATION OF THE ABOVE RULES.

The violation fees must be paid within five (5) school days for first time offence, second offence will result a fee and a marked demerit.
**Spot Checks:** If a student is suspected of being in possession of illegal drugs, alcohol, weapons of any kind, tobacco or stolen articles, the principal or a police officer, or some other person duly authorized by the principal may conduct a search in the presence of the student and an adult witness. If a search of the student’s person is required, the search shall be conducted by a female officer or the principal.

The student may be suspended while an investigation is conducted. The student and her parents will be notified in writing of the accusation and shall be given no less than five (5) days to make written or oral representations to the Principal prior to the conclusion of the investigation. If the accusation is not heard within 10 days the student must be re-enrolled without prejudice to her status as student.

If the student is found in possession of illegal drugs, alcohol, weapons of any kind, tobacco or stolen articles, the Principal shall, depending on the gravity of the violation, impose an appropriate penalty, either suspension of no more than 2 weeks, demand a reasonable number or in school or out of school community service, or dismissal of the student.

**Equipment:** Parents should provide their daughters with the necessary equipment for classes, e.g., books, pens, paper, material for needle work, a pair of cutting scissors, etc.; for rainy days the girls should have a **raincoat**, an **umbrella** and a **pair of rubber boots**.

Students who deliberately deface or break furniture or musical instruments (including library books or musical instruments) will be asked to repair/pay for fixing the furniture, instrument or to provide a new article.

Students should not lend nor borrow another person’s book nor clothing. A student does not have the right to go inside another student’s desk in her absence.

**Electronic Equipment:** Electronic Equipment is prohibited on campus. This includes, but is not limited to, laptop, radio, tape recorder, CD player, walkman, disc man, Ipod, camera, MP3 or MP4.
Written Permission from the Principal may be granted for the use of radios, recorders, CD players, Ipods, and other equipment.

The school is not responsible for the damage or loss of any of the above equipment.

Students found with any unauthorized electronic equipment will be given two (2) demerits.

**Technology and Ethics:** Christian morality and ethics also applies to the use of computer technology. The accessing, use, copying or altering of any computer files other than one’s own is considered unethical behaviour and will be subject to disciplinary sanctions as determined by the principal.

**Mobile/Pay Telephones:** Mobile phones are strictly forbidden on campus. Mobile phones in working condition or not that have been confiscated must be claimed by the PARENT within one month of the violation and pay a fine of $50.00. Repeat offenders pay $75.00. The school reserves the right to dispose of the phone by means of sale or otherwise if the phone is not claimed by the end school year. The school is not responsible for the loss of mobile phone.

Students are not allowed to use the telephone outside of the approved times.

Emergency calls during class time should be done in the school office with the permission of the Principal.

Students will not be allowed to answer/take calls during school hours unless it is an emergency.

**Receiving Packages:** Messages, packages are to be delivered at the Business office. This should be ensured at all times.

**Visitors:** No visitors are allowed during class sessions, break time or lunch time. All visitors must present identification to the security at the security booth before entering the compound and MUST be dressed in attire that corresponds to the Pallotti High School dress code. No Visitor is allowed to visit any students during class session.
All visitors must wait in the administration office until the student is contacted.

**Teacher/Parent Consultation:** Parents/Guardians may meet with teachers on Mondays from 3:00 p.m.—4:00 p.m. If a parent/guardian would like to meet with a teacher any other day, he/she is asked to make an appointment to ensure that the teacher will be available.

**Vandalism:** Anyone found vandalizing school property will be suspended.

**GENERAL GUIDELINES**

**Buzzer:** Strict silence must be observed after the buzzer sounds at 7:50 a.m. and 12:20 p.m.

Strict silence must be observed during Mass, Rosary or Triduum. Failure to comply will result in a demerit.

**Lost & Found:** Any article that is lost must be reported to the high school office. If any articles is found on campus, it must be turned in to the high school office so that it can be claimed by its rightful owner. Any person claiming an article must provide credible proof that the article is their own property.

**Chewing Gum:** Students are NOT allowed to have chewing gum in their possession on the campus. Any student caught chewing or having chewing gum in their possession will be given a demerit.

**Access to Restricted Areas:**
1. Students are not permitted in the administration office unless they have business in the office.
2. They are not permitted in the faculty room.
3. Students are not allowed to gather at the school gate nor along the fence. If they need to wait for their Parents/Guardians they should do so inside the compound.

4. At NO time are students allowed on the verandahs of the front building facing Princess Margaret Drive. Girls should enter their classrooms from the back verandahs.

5. No student may leave the premises during school hours without the WRITTEN permission from principal or vice principal.

**Moral Conduct:**

1. Students should learn and practice good manners at all times.

2. Students are expected to be honest, charitable, and just in their dealings with all members of the school and the community.

3. Students should practice noble virtues.

**Reminders:**

1. Pallotti is your school. Keep it clean. Take care of all equipment and furniture. Report all breakage for which you are responsible.

2. Students should go straight home from school and not loiter on the streets.

3. Students should not be seen in their uniforms after 6:00p.m. and this includes out-district students as well.

4. Students must put on full uniform after sports or any other school activities before leaving the compound.

5. If students are still in their school uniform after school hour they should be properly attired (i.e. tie and badge should not be removed.)

6. Any student who is dismissed or who will otherwise not be returning to school should promptly notify the office and collect her books from her desk, and in no event less than 24 hours after the dismissal or the decision not to return is taken. The school will not be responsible for the loss of any books resulting from the student’s failure to remove same within the prescribed time.

7. Desk tops must be cleared after every lesson.
8. Students should be required to remove books when there is an imminent threat of a hurricane resulting in the closure of school. The school will not be held responsible for any books lost or damaged.

9. Students should not be seen on the street on school days after 9:00 PM and on weekends after 10:00 PM unless accompanied by a parent or guardian.

10. Students are allowed to buy food sold on campus, or bring along their personal lunch to school. After 8:00 a.m. no food drop offs will be accepted, and students are not allowed to buy outside food.

**STUDENT LIFE**

**Spiritual Life:** Pallotti is a Catholic High School, all students regardless of their religious belief are required to:

1. Take and pass Religion as a compulsory subject.
2. Attend all school Masses including the family mass.
3. Participate in praying the Rosary during the months of May and October.
4. Participate in the annual St. Vincent Pallotti Triduum.
5. Attend class retreats in order to qualify for promotion and graduation.
6. Successfully complete hours of community service in order to qualify for promotion and graduation.
7. Attend the annual Guadalupe procession, March for Jesus and other religious activities in which the school partakes.
9. Attend the annual National Catholic Charismatic Convention and annual National Catholic Youth Rally.
10. Students must have their Mass card signed by Priest, Pastor, Lay Minister or teacher of their church every week.

As a Roman Catholic Institution, the school also prepares students who wish to receive the sacraments of Baptism, Holy Eucharist and Confirmation.
SEXUAL POLICIES

1. Students are prohibited from posting explicit immodest, revealing, or intimate pictures on the Internet. It is strictly prohibited for students to possess sexual toys, magazines, tutorials and electronic media.

3. Students who are caught with love bites (vamps, hickies) will be automatically suspended

4. Any inappropriate on-line activity that reflects behaviour unbecoming of a Pallotti student- including questionable pictures, language and conversation could be cause for suspension or dismissal from school.

Pre-Marital Relations: If a student is found to be living with another person, or proven to be having an intimate sexual relationship, the student will be expelled after following due process.

Contraception: Possession of contraceptive devices such as condoms, pills, coils, injections are strictly forbidden and will be dealt with accordingly by the Administration.

Pregnancy: If a student is suspected of being pregnant she will be subjected to:

1. A blood, urine and Ultra-sound test at the expense of the Parents/Guardians.

2. The school will select the doctor and the place.

3. The student will be accompanied by two teachers and by her parents as well.

If she is proven to be pregnant after investigation, the student will be expelled.

If a student refuses to take the necessary tests requested by the school she will be expelled.
**Abortion:** A student who participates or commits an abortion will be expelled whenever the information surfaces provided that there is concrete proof after following due process.

**Steps to Due Process:**
- The allegation
- The Investigation
- The Charge
- The Hearing
- Disciplinary Measure
- Approval of Disciplinary Measure
- The Approval
ACADEMICS Course Options:

<table>
<thead>
<tr>
<th>First Form</th>
<th>Second Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion*</td>
<td>Religion*</td>
</tr>
<tr>
<td>English*</td>
<td>English*</td>
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<tr>
<td>Math*</td>
<td>Math*</td>
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<tr>
<td>Literature</td>
<td>Literature</td>
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<tr>
<td>Spanish</td>
<td>Spanish</td>
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<tr>
<td>Clothing &amp; Textile / Food &amp; Nutrition</td>
<td>Clothing &amp; Textile / Food &amp; Nutrition</td>
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<tr>
<td>Music</td>
<td>Music</td>
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<tr>
<td>Integrated Science</td>
<td>Integrated Science</td>
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<tr>
<td>Social Studies &amp; Life Skills</td>
<td>Social Studies</td>
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<tr>
<td>EDP&amp;M &amp; Information Technology</td>
<td>Integrated Business &amp; Information Technology</td>
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<tr>
<td>Physical Education</td>
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**Third Form Academic Science**

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<tr>
<th>Third Form Academic Science</th>
<th>3rd Form Home Economics Management</th>
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<tr>
<td>Religion*</td>
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<tr>
<td>English* &amp; Eng. Literature</td>
<td>English* &amp; Eng. Literature</td>
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<td>Math*</td>
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<tr>
<td>Spanish</td>
<td>Information Technology</td>
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<tr>
<td>Biology</td>
<td>Home Economics Management</td>
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<tr>
<td>Chemistry</td>
<td>Principles of Accounts</td>
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<tr>
<td>Physics/F&amp;N</td>
<td>Social Studies</td>
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<tr>
<td>Information Technology</td>
<td>Food and Nutrition</td>
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<tr>
<td>Social Studies</td>
<td>Clothing and Textile</td>
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<tr>
<td>Music / Physical Ed. / EDP&amp;M **</td>
<td>Music / Physical Ed. / EDP&amp;M **</td>
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<td>Third Form Academic Arts</td>
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<td>Principles of Business</td>
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<td>Principles of Accounting</td>
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<td>Literature</td>
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<td>Information Technology</td>
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<td>Integrated Science</td>
<td>Literature</td>
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<tr>
<td>Visual Arts/HSB</td>
<td>Economics</td>
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<tr>
<td>Music / Physical Ed. / EDP&amp;M **</td>
<td>Music / Physical Ed. / EDP&amp;M **</td>
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* Compulsory Subjects  
** Electives  
At the end of Second Form, to qualify in the various fields of studies students must have the minimum grades in the following subjects

**Home Economics Management:** Information Technology 75%  
Clothing and Textile 75%  
Food and Nutrition 75%

**Academic Science:**  
Integrated Science 75%  
Mathematics 75%

**Academic Arts:**  
Social Studies 75%  
History 75%

**Academic Business:**  
Information Technology 75%  
Electronic Document Preparation & Management 75%  
Mathematics 75%
**GRADING**

**Passing Grade:** The passing grade is 70%.

**Term Grades Assessment:**

1. The term grades are based on frequent quizzes, tests, the term exam, assignments, projects, presentations, researches, effort and class participation work experience particularly for fourth form students.

2. Student who failed an assessment will be referred to study hall for a day by the principal. Continuous failure will result in the increase in the number of days for study hall. (Study halls are held on the school days from 3:30 to 4:30 p.m.).

3. Daily grades are averaged at mid-term and at the end of the term. Students are allowed to make up missing grades when they are genuinely absent and follow stated procedure. This involves presenting a valid note from a parent or a guardian to the homeroom teacher and ensuring that she meets with the subject teacher to make up the missing grades within three (3) days.

4. All projects/assignments given must be completed and submitted by the deadline given. Students who refuse to meet deadline will be referred to the administration.

5. Administration may give students three (3) demerits when referred. Afterwards, they will be given the opportunity to make a late submission and then assessed with deducted marks that range between to 5 to 10 points for everyday the project/assignment is late.

6. For second offence students will be given one detention and parents/guardian will be notified.
7. Students should have obtained a minimum of five (5) grades by the end of mid-term and a minimum of ten (10) at the end of each term. Student should have a grade for each assessment.

8. Students are responsible to check with the teacher for assessments missed.

Grade: DAILY GRADES ARE WORTH 70% OF FINAL GRADE and THE TERM EXAM IS WORTH 30% OF FINAL GRADE. This grading scheme only refers to First and Third terms when there are exams. For Second Term daily grades are worth 100%

Other reminders:

1. No less than 60% should be written on report card. (This pertains to all four forms, but only for first term.)
2. No grade of 68 or 69 is written on the report card for First and Second Terms and for the Final grade.

Honour Roll: In order for the student to be on honour roll, the student needs to have maintained a term average of no less than 85%. This applies to all forms.

Graduation Requirement for honours

Gold Honour: cumulative average of 85% or higher throughout the four years and pass all subjects for the year

Green Honour: cumulative average of 85% or higher throughout the three years and pass all subjects.

At graduation, the students with the cumulative highest average at end of the four years at Pallotti High School is named the Valedictorian and the second highest is Salutatorian. Transfer students are not eligible for these two honours.
Regulations for Promotion/Graduation:

Students must pass Mathematics in FIRST FORM and in any other two (2) forms. If a student fails a form (i.e. 2\textsuperscript{nd}, 3\textsuperscript{rd}, 4\textsuperscript{th}) and her yearly average in mathematics is less than 65, she will not be promoted to a higher form or be allowed to graduate.

First Form: A student who fails English, Mathematics or Religion or any other three (3) subjects, will be deemed to have failed outright and will not be promoted to a higher form. However, she will be given a chance to repeat.

Second Form: A students who fails English, Mathematics or Religion or any other three (3) subjects, will be deemed to have failed outright and will not be promoted to a higher form. However, she may be given a chance to repeat. A student who fails Mathematics alone must attend and pass summer classes at Pallotti High School in order to be promoted.

In either 2\textsuperscript{nd} or 3\textsuperscript{rd} Form, students have the option that if they obtain an average of below 70\% ONLY in Mathematics, they must attend summer school in Mathematics here at Pallotti High School and pass the subject, then they will be promoted.

Third and Fourth Forms:

Home Economics Management: A student who fails English, Mathematics or Religion ONLY or two out of Food & Nutrition, Clothing & Textiles and Information Technology, or a combination of any three subjects other than the compulsory subjects, will be deemed to have failed.

Academic Science: A student who fails English, Mathematics or Religion ONLY or two out of Biology, Chemistry, Physics, Food & Nutrition or a combination of any three subjects other than the compulsory subjects, will be deemed to have failed.

Academic Arts: A student who fails English Mathematics or Religion ONLY or three out of History, Social Studies, Integrated Science, Information Technology or Literature, or a combination of any three subjects other than the compulsory subjects, will be deemed to have failed.
Business: A student who fails English Mathematics or Religion ONLY or any three out of Principles of Business, Office Administration, Principles of Accounts, Information Technology, or a combination of any three subjects other than the compulsory subjects, will be deemed to have failed.

Repeater: A student will not be allowed to repeat more than two (2) forms, and she can only repeat these two forms once.

If a student chooses to act on her option to repeat a form, she will be asked to sign a PLEDGE FORM along with her Parent/Guardian (before the new school year begins). This form serves as a promise to maintain an average in all subjects of not less than 75%. If these grades are not met, she will be asked to leave at the end of the term.

A repeater is not eligible to take part in any kind of inter-high school competition during the repeat year.

A repeater is not eligible for class office and campus pageant of any kind during the repeat-year, and if she gets more than 15 demerits during the year, she will be asked to leave the school.

A repeater and her Parent/Guardian must also understand that the Ministry of Education will only subsidize 100% supplementary fee for first time repeater, 65% for second time repeater and 0% for third time repeater.

Study Time: Students are strongly advised to put full effort into their studies. They have to study a minimum of 3 hours daily if they want to stay at Pallotti. It is, therefore, the obligation of the parents to see that the girls take time to study, and provide the necessary conditions for this.

Library: Students may use the Reference Library for reading and study, and may borrow books for home reading. A fine of five cents a day is payable on every overdue book. Books may not be defaced.

COMPLETE SILENCE must be observed during library hours.

* Computers in the library are to be used for research only.

* Teachers and students can utilize the audio and visual equipment in the library.
ATTENDANCE

Absenteeism:
A student who is absent for more than 10% of the academic year will not be promoted or allowed to graduate.
If a student is absent for one to two days, she must bring a note from parent/guardian before entering her classroom otherwise she will be sent home.
If a student is absent for three or more days, she must provide the school with a medical certificate before entering her classroom otherwise she will be sent home. Parents/Guardians are expected to call the school to report that the student will be absent.
Students who miss classes for three consecutive weeks (sickness not included) without informing the office of the absence, will NOT be allowed to return to Pallotti.

Punctuality:
All girls must be in class when the buzzer sounds at 7:50 a.m. and at 12:20 p.m., and when the second buzzer sounds at the end of “Break”.

THREE MINUTES AFTER THE BUZZER SIGNALS A CHANGE OF CLASS, STUDENTS MUST BE IN THEIR RESPECTIVE ROOMS.

Tardiness:
A student is allowed five late passes for the entire school year without being demerited for them. For each late thereafter, she will be given a demerit. All late are recorded in the school register.
If a student arrives after 7:50 to school she MUST:
1. Obtain a late pass from the office before she is allowed into her classroom.
2. The late pass must be signed by the subject teacher and returned to the student.
3. The student must give the pass to the homeroom teacher before the end of the day. Failure to do so will be recorded as an absence for the day.
In extreme cases, students who are late must report to the principal.
**Funeral Attendance:** Permission will be granted for students to attend the funeral of a classmate’s immediate family (mother, father, brother, sister and grandparents).

Students attending a funeral must wear full uniform.

**Truancy:** Any student caught committing the act of truancy or skipping classes on or off campus will be suspended and parents will be informed.

A second offense by the student will result in an expulsion.

**DISCIPLINE**

**Conduct On and Off Campus:** Students attending Pallotti High School are expected to show respect to teachers and adhere to their correction and disciplinary actions. Adherence to teachers’ directives is expected on campus and wherever students represent the school.

Pallotti High School students are considered to be representatives of the school when off campus. Therefore, students must conduct themselves in accordance with rules of the school when off-campus. No student should be in a compromising position hanging out with boys near Save-U, around the school fence or by the restaurant. Students who behave in an inappropriate manner and compromise the name of the school MAY be expelled after the due process.

**Demerit System:** Demerits are given for any infringement of the rules. Each student receives a conduct card at the beginning of each school year. For every five demerits, a student receives a detention, which means that she must do two hours of extra work after school. FAILURE TO REPORT FOR A DETENTION WILL WARRANT AN ADDITIONAL DETENTION.

A maximum of 1 demerit is given to first time offenders. Students will be penalized for the following reasons:

Attention, Books, Homework, Equipment, Manners, Neatness, Obedience, Promptness, Reverence, Silence, Truthfulness.
Any student who **receives 5 detentions will be suspended** from school for 10 school days, and must sign a disciplinary form along with the parent/guardian before returning to school.

It is the student’s responsibility to see that she keeps up with her school work. **A second suspension may result in expulsion.**

A student who loses her conduct card will have to pay $10.00 for a second card. No one will be allowed to buy more than one card in any school year unless approved by the Principal or vice principal.

The demerit card must be on the student at all times. Failure to produce the card when asked, may result in an additional detention.

**Students who have accumulated twenty five demerits, which results in a suspension, or a student who received an automatic suspension cannot earn more than 15 demerits within the remainder of the academic year.** If this should occur, she will be asked to leave the school.

A student who has received a suspension **cannot earn more than 15 demerits** within the remainder of the academic year. If this should occur, she will be asked to leave the school.

**MERIT SYSTEM**

**One – Five Merits For**

a. Initiative (without being asked) - I  
b. Good deeds (extraordinary) on/off campus - G  
c. Team Participation – encouraging students to play and demonstrating leadership - TP  
d. Punctuality – arriving an entire month without any lates - P  
e. Fundraising Participation - PF  

1. A lost merit card will not be replaced until the next school year.  
2. Members of disciplinary committee are the only persons who will give rewards/awards.

**Outcome/Reward/Awards/Privileges:**

5 merits  1 Item form Merit Shop  
10 merits  2 Items from Merit Shop  
15 merits  $5.00 Cafeteria Credit  
20 merits  PHS Rag  
25 merits  1 Lunch/Drink & 1 item from Merit Shop

Signature ________________________
Aggressive & Immoral Behavior: Students caught using vulgar and obscene language will be given a detention.

Prom: First, Second and Third form students are not allowed to attend any prom. Fourth formers may attend prom but must notify the Administration of their attendance in the form of a written notification by the Parent/Guardian. Parents/Guardians are responsible for any school rule violated on this occasion. The penalty for any violation will be in accordance with the school rules.

Cheating:
1. If a student is caught cheating or intending to cheat during a test, quiz, or exam she will be given a zero (0) as her grade.
2. If a student is caught helping another student during a test, quiz, or exam she will be given a zero (0) as her grade.

Stealing: A student caught stealing, in the act of stealing or in possession of stolen item, will be suspended and parents and the police will be informed.
A second offense by the student will merit an expulsion.

Fighting: Fighting, on or off campus, will result in a suspension. Students who fight in self-defense will be disciplined at the Principal’s discretion. If fighting continues, the Police will be brought in and the student(s) will be expelled.

Sexual Harassment/ Discrimination/ Threats/ Bullying: The behavior of harassment/ threats/ bullying by any student against any other person(s) or the personal property of any other person will be taken very seriously. Sexual Harassment /discrimination/ threats/ bullying of any type must be reported to the principal or vice-principal. The student(s) making the threat will immediately be removed from their classroom and their parents or guardians will be called. One detention will be issued upon the first warning. If, in the opinion of the Principal the threat/sexual harassment or bullying is considered to be of a serious nature, aside from the power of suspension or expulsion that the Principal may exercise, the proper authorities may also be notified.
FORGERY: Presenting a false signature (whether written by oneself or someone else) e.g.

i) Faking a parent’s signature on a permission slip, excuse note, etc.

ii) Faking the signature of a priest, pastor, staff member or administrator on a mass card, pass, assignment, note etc. will warrant a suspension.

Use of Weapons: The use of any harmful weapons, whether on or off campus, such as firearms, guns, bullets, knives, picks, tear-gas etc. by using, possessing, trafficking, concealing, aiding and abetting, or by association, the student will be expelled after following due process. Depending on the seriousness of the given situation, the Police will be informed.

Gangs: Students are forbidden to participate in any unlawful social clubs such as satanic activities, gang activities or secret societies. This includes, but is not limited to, the display, wearing, or possession of gang identifiers, the use of gang hand signals, colors, solicitation of others for membership and the request for payment of dues, or other forms of protection from individuals. This also includes intimidating or threatening an individual or encouraging others to be involved in any form of physical violence against person or property. Students who are members of any gang, or involved in any gang related activities are liable to suspension or expulsion.

Policies on Dances Nightclubs, Carnivals, Karaoke and Beauty Pageants:

Pallotti High School students are deemed to be minors and under the age of Eighteen. In any event whether minors or not, Pallotti High School students are:

1. Not allowed to attend nightclubs.
2. Not allowed to attend public dances, street dances or concerts which end in public dances, at any time or anywhere (this includes weekends, week-holidays and vacations worldwide).
3. No student is allowed to be a contestant in any off-campus beauty contests.
4. No student is allowed to be a contestant in a karaoke competition that is held in clubs, nightspots or public places not approved by the Administration.
5. All students are allowed to attend dances organized by this school and other school dances approved by the Administration. Parents/Guardians are responsible to pick up their daughters after any night school function.

6. Students may attend house parties but are not allowed to drink alcoholic beverages nor use drugs.

Students who violate any of the above rules will be put on suspension.

**Drugs, Alcohol & Tobacco:**

No student is to be at any bar, night spots, lounges, casinos etc. during her total enrollment at Pallotti High School (4 to 6 years).

Any student found to be in possession of, using, or trafficking drugs, alcohol or tobacco will be expelled immediately and her illegal activity will be brought to the attention of the parents and the police.

Students suspected of using illegal drugs or alcohol will be subjected to a blood/urine test at the expense of the parents, and the student will be accompanied by two teachers. The place of testing will be selected by the Administration.

If a student admits to the misuse of drugs and alcohol, and is seeking help in discontinuing the behavior, she will be:

1. Placed on probation for 6 months or the remainder of the school year which-ever is greater.
2. Subjected to a weekly blood/urine test at the expense of the parents.
3. Go into counselling for 6 months or the remainder of the school year which-ever is greater.

**Suspensions and Expulsions**

Where a student has been previously suspended as a result of breach of a rule or policy as contained in this handbook, if said student is suspended for a second time, this second suspension MAY amount to an automatic EXPULSION. The discretion to expel on a second suspension is left solely to the discretion of the Principal and will be exercised on a case by case basis.
FACTORS THAT MAY LEAD TO AUTOMATIC EXPULSION

In keeping with the provisions as Contained in the Education Act and Rules, a student may be automatically EXPELLED upon any of the following substantiated acts:

1. Exceeding two (2) suspensions;
2. Bringing PHS into disrepute;
3. Serious Physical harm committed upon another student or member of staff;
4. Sexual or other forms of harassment
5. Intimidation including possession of dangerous or illegal weapons
6. Possession and/or use of illicit drugs
7. Destruction of school property;
8. Conviction of a criminal offense

Due Process:–

Prior to Suspension or Expulsion, wherever necessary, the student in question will be confronted with the allegations made against her and will be given an opportunity to defend and present her case. After such presentation the Principal shall evaluate all evidence and defence presented and duly arrive at a decision, which shall be binding upon all parties as it relates to that specific act or acts.

Appeals

Where applicable, a parent who is dissatisfied with the decision taken by Pallotti High School has the following recourse:-

1. A parent or guardian who, is aggrieved by the action(s) of a classroom teacher shall first report the matter to the Principal of the school who shall investigate the case and determine the appropriate action, if any, to take in respect of the complaint.
2. Where the complaint is against the Principal or where the parent or guardian is aggrieved with the decision of the Principal in a case against a teacher, the parent shall report the matter to the Managing Authority who shall take action on the matter and report the case to the District Education Officer.
Disclaimer:
Pallotti High School retains the right to refuse initial admission or reregistration of any student whose attendance it deems to be against the best interest of the school. Furthermore, Pallotti has the right to suspend, dismiss, or expel a student whose conduct it deems to be a violation of principles upheld by the school or a violation of its rules, regulations or decisions after following due process.

EMERGENCY

Evacuation:
During the time of an emergency evacuation due to a fire, bomb threat or drill, a buzzer will sound to signal the prompt and smooth evacuation of the entire school population. The signal is as follows:

**ONE LONG RING, THREE SHORT RINGS THEN ONE LONG RING (5 RINGS IN ALL)**

At this time, EVERYONE must exit the compound via the evacuation route marked in each class and proceed promptly to the Belize Elementary School (B.E.S.) compound.

Sickness:
Any student affected by a contagious disease is required to stay at home until the doctor recommends that the student return to class. These precautions are taken to safeguard the well-being of the remainder of the student body and the faculty and staff.

Parents are required to fill out a general information sheet to provide students’ medical history and family and religious information.

Parents are required to sign a permission form for approved medication that may be dispensed to the students. The name and contact information of a family doctor may also be provided for consultation in case of an emergency. Instructions may be provided for administration to execute in case of emergencies.
**Fire & Bomb Threat:**
In the event of a fire or bomb threat, the entire student body will immediately evacuate the school as outlined above. (See Evacuation) You will return to your class when instructed to do so after the all clear is given.
### CLASS SCHEDULES

Other schedules may be used for special occasions.

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<th>Mass Schedule</th>
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</thead>
<tbody>
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<td><strong>May &amp; October</strong></td>
<td><strong>On the 1st Friday of every month and on other special occasions.</strong></td>
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<tr>
<td>Home Room</td>
<td>Mass (In May &amp; October Rosary is prayed during this time.)</td>
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<tr>
<td>7:50 – 8:00</td>
<td>7:50 – 9:30</td>
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<tr>
<td>Rosary</td>
<td>1st Period</td>
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<tr>
<td>8:00 – 8:20</td>
<td>9:30 – 10:10</td>
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<tr>
<td>1st Period</td>
<td>Break</td>
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<tr>
<td>8:20 – 9:20</td>
<td>10:10 – 10:20</td>
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<tr>
<td>2nd Period</td>
<td>2nd Period</td>
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<tr>
<td>9:20 – 10:20</td>
<td>10:20 – 11:00</td>
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<tr>
<td>Break</td>
<td>3rd Period</td>
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<td>10:20 – 10:30</td>
<td>11:00 – 11:40</td>
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<td>3rd Period</td>
<td>4th Period</td>
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<td>10:30 – 11:30</td>
<td>11:40 – 12:20</td>
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<td>4th Period</td>
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<tr>
<td>11:30 – 12:30</td>
<td>12:20 – 12:55</td>
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<tr>
<td>Lunch</td>
<td>Home Room</td>
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<td>12:30 – 1:05</td>
<td>12:55 – 1:00</td>
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<tr>
<td>Home Room</td>
<td>5th Period</td>
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<td>1:05 – 1:10</td>
<td>1:00 – 1:40</td>
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<td>5th Period</td>
<td>6th Period</td>
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<tr>
<td>1:10 – 2:10</td>
<td>1:40 – 2:20</td>
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<td>6th Period</td>
<td>7th Period</td>
</tr>
<tr>
<td>2:10 – 3:10</td>
<td>2:20 – 3:00</td>
</tr>
<tr>
<td>7th Period</td>
<td>Schedule may vary Depending on length of Mass.</td>
</tr>
<tr>
<td>3:10 – 4:10</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Regular Schedule</strong></th>
<th><strong>Special Schedule</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Room</td>
<td>Home Room</td>
</tr>
<tr>
<td>7:50 – 8:00</td>
<td>7:50 – 8:00</td>
</tr>
<tr>
<td>1st Period</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:00 – 8:50</td>
<td>8:00 – 8:40</td>
</tr>
<tr>
<td>2nd Period</td>
<td>2nd Period</td>
</tr>
<tr>
<td>8:50 – 9:40</td>
<td>8:40 – 9:20</td>
</tr>
<tr>
<td>Break</td>
<td>3rd Period</td>
</tr>
<tr>
<td>9:40 – 9:55</td>
<td>9:20 – 10:00</td>
</tr>
<tr>
<td>3rd Period</td>
<td>4th Period</td>
</tr>
<tr>
<td>9:55 – 10:45</td>
<td>10:00 – 10:40</td>
</tr>
<tr>
<td>4th Period</td>
<td>5th Period</td>
</tr>
<tr>
<td>10:45 – 11:35</td>
<td>10:40 – 11:20</td>
</tr>
<tr>
<td>Lunch</td>
<td>6th Period</td>
</tr>
<tr>
<td>11:35 – 12:25</td>
<td>11:20 – 12:00</td>
</tr>
<tr>
<td>Home Room</td>
<td>7th Room</td>
</tr>
<tr>
<td>12:25 – 12:30</td>
<td>Dropped</td>
</tr>
<tr>
<td>5th Period</td>
<td>This schedule is used for Special Events, Special Staff Meetings, or BNTU Meetings.</td>
</tr>
<tr>
<td>12:30 – 1:20</td>
<td></td>
</tr>
<tr>
<td>6th Period</td>
<td>1:20 – 2:10</td>
</tr>
<tr>
<td>7th Period</td>
<td>2:10 – 3:00</td>
</tr>
<tr>
<td>Assembly Day Mondays</td>
<td>Assembly Day Monday in May &amp; October</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Assembly</td>
<td>Assembly</td>
</tr>
<tr>
<td>7:50 – 8:30</td>
<td>7:50 – 8:30</td>
</tr>
<tr>
<td>1st Period</td>
<td>Rosary</td>
</tr>
<tr>
<td>8:30 – 9:25</td>
<td>8:30 – 8:50</td>
</tr>
<tr>
<td>2nd Period</td>
<td>1st Period</td>
</tr>
<tr>
<td>9:25 – 10:20</td>
<td>8:50 – 9:40</td>
</tr>
<tr>
<td>Break</td>
<td>2nd Period</td>
</tr>
<tr>
<td>10:20 – 10:30</td>
<td>9:40 – 10:30</td>
</tr>
<tr>
<td>3rd Period</td>
<td>Break</td>
</tr>
<tr>
<td>10:30 – 11:25</td>
<td>10:30 – 10:40</td>
</tr>
<tr>
<td>4th Period</td>
<td>3rd Period</td>
</tr>
<tr>
<td>11:25 – 12:20</td>
<td>10:40 – 11:30</td>
</tr>
<tr>
<td>Lunch</td>
<td>4th Period</td>
</tr>
<tr>
<td>Home Room</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:55 – 1:00</td>
<td>12:20 – 12:55</td>
</tr>
<tr>
<td>5th Period</td>
<td>Home Room</td>
</tr>
<tr>
<td>1:00 – 1:55</td>
<td>12:55 – 1:00</td>
</tr>
<tr>
<td>6th Period</td>
<td>5th Period</td>
</tr>
<tr>
<td>1:55 – 2:50</td>
<td>1:00 – 1:55</td>
</tr>
<tr>
<td>7th Period</td>
<td>6th Period</td>
</tr>
<tr>
<td>2:50 – 3:45</td>
<td>1:55 – 2:50</td>
</tr>
<tr>
<td></td>
<td>7th Period</td>
</tr>
<tr>
<td></td>
<td>2:50 – 3:45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examination Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the end of both semesters</td>
</tr>
<tr>
<td>Home Room</td>
</tr>
<tr>
<td>1st Exam</td>
</tr>
<tr>
<td>Break</td>
</tr>
<tr>
<td>2nd Exam</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>3rd Exam</td>
</tr>
</tbody>
</table>
PARENT/GUARDIAN/STUDENT HANDBOOK AGREEMENT

This agreement is made on this __, __________, ________ (Day)
(Month) ________ (Year)

Between ________________________ and her
(FULL NAME OF STUDENT)

Parent/Guardian(s) and Pallotti High School.

We hereby accept and acknowledge that we have received, read and understood the rules and regulations of the parent/guardian(s)/Students’ Handbook of Pallotti High School.

We hereby undertake to accept the penalties for any violation of the rules stated therein by the Administration.

We hereby willingly sign this agreement as designated by the school.

(Signature of Parent/Guardian(s)) (Signature of Student)

__________________________ in the presence of Principal

________________________________ DATE

45
This agreement is made on this _____, _____________, _______
(Day)  (Month)  (Year)

Between ____________________________________________ and her
(FULL NAME OF STUDENT)

Parent/Guardian(s) and Pallotti High School.

We hereby accept and acknowledge that we have received, read and understood the rules and regulations of the parent/guardian(s)/ Students’ Handbook of Pallotti High School.

We hereby undertake to accept the penalties for any violation of the rules state therein by the Administration.

We hereby willingly sign this agreement as designated by the school.

__________________________________________  ____________________________________________
(Signature of Parent/Guardian(s))  (Signature of Student)

__________________________________________
in the presence of Principal

__________________________________________
DATE
REPEATERS CONTRACT

I, __________________________, realizing that I have failed to meet the standards of Pallotti High School for promotion to a higher form, and do hereby request that special consideration be given to allow me to repeat Form__________.

If I am allowed to return to Pallotti High School to continue my education, I promise to observe the following:

1. I promise that I will spend at least three hours each school day and each weekend in home study and in doing my homework.
2. I promise that I will co-operate with teachers and administration in all things pertaining to the school.
3. I promise that, insofar as I can, I will live up to the ideals of Pallotti High School and try to influence my fellow students to do the same.
4. I accept the conditions that I am eligible to take part in any kind of inter-high school competition during the repeat year provided that I maintain an average of 75% in all subject areas, and that if my average is below 75% at the end of the repeat year, I will withdraw from school.
5. I accept the conditions that I am ineligible for class office & campus pageant during the repeat year, and that, if my demerits amount to 15 during the repeat year, I will withdraw from school.
6. I accept the conditions that, if three times I am warned that I am not living up to these promises, I will withdraw from school.

Student: ________________  Parent: ________________

Principal: ________________  Date: ________________
REPEATERS CONTRACT

I, ________________________________, realizing that I have failed to meet the standards of Pallotti High School for promotion to a higher form, and do hereby request that special consideration be given to allow me to repeat Form__________.

If I am allowed to return to Pallotti High School to continue my education, I promise to observe the following:

1. I promise that I will spend at least three hours each school day and each weekend in home study and in doing my homework.

2. I promise that I will co-operate with teachers and administration in all things pertaining to the school.

3. I promise that, insofar as I can, I will live up to the ideals of Pallotti High School and try to influence my fellow students to do the same.

4. I accept the conditions that I am eligible to take part in any kind of inter-high school competition during the repeat year provided that I maintain an average of 75% in all subject areas, and that if my average is below 75% at the end of the repeat year, I will withdraw from school.

5. I accept the conditions that I am ineligible for class office & campus pageant during the repeat year, and that, if my demerits amount to 15 during the repeat year, I will withdraw from school.

6. I accept the conditions that, if three times I am warned that I am not living up to these promises, I will withdraw from school.

Student: ____________________ Parent: ____________________

Principal:___________________ Date: ________________
Pallotti High School

Parent/Student/Institution Agreement 
Contract

This agreement is made on this ______(day), ________ (month), ______ (year) between ___________________________ (parent name), ___________________________ (student name), and Pallotti High School.

Whereas we have been duly advised of the repeated disciplinary problems Pallotti High School has been experiencing with our daughter;

And whereas we recognize that Pallotti High School has done all that it can to have our child conduct herself in accordance with the rules as contained in the Student Handbook;

And whereas we have been duly advised that if our child has to be referred to the principal ONE more time on a disciplinary issue or if she violates any other school policy, then, she will be asked to WITHDRAW from the school immediately.

We willing accept to bind ourselves and our daughter to this agreement.

We hereby willingly sign this agreement.

_________________________________          ___________________________
Parent/Guardian Signature                      Student Signature

in the presence of Principal ___________________________

Principal Signature

_________________________________
Date

_______________________________
P.O. Box 180, Princess Margaret Drive, Belize City, Belize
C.A. Ph.: 224-4886

53
Dear Parent/Guardian:

I hereby notify you that your daughter __________________________ has earned her first suspension due to ________________________________.

Her suspension runs from ________________________________ to ________________________________ a total of 10 school days.

I remind you that a second suspension may result in an immediate EXPULSION.

Upon her return, your daughter if fully responsible to check with her teachers for assignments, tests, quizzes etc. given during the suspension days. Your daughter is not allowed on campus during the suspension time unless permission has been granted to her by ADMINISTRATION.

Kindly sign on the space provided below along with your daughter indicating that you have been notified of this suspension.

Sincerely,

____________________________
Principal

____________________________  ______________________________
Parent/Guardian Signature          Student Signature

____________________________
Date

____________________________
P.O. Box 180, Princess Margaret Drive, Belize City, Belize
C.A. Ph.: 224-4886
CLASS PRESIDENT/VICE-PRESIDENT:
- Homeroom teacher assigns student (president/vice-president) to monitor log book placed on Teacher’s desk.
- Designated student take Log book to the Administration Office at the end of each day i.e. 2:50pm

SUBJECT TEACHER MUST:
- Record missing assessment(s) in class Log Book—kindly include your initial under the column heading mark “TI”
- INFORM the student(s) who should report to the Study Hall for the day.
- Place worksheet/quiz sheet etc. in your individual folder located in the Staff Room. Please indicate specific instruction on worksheet
- Check folder regularly and remove students completed work

STUDY HALL MONITOR ARE RESPONSIBLE TO:
- Collect Study Hall Log Book from Administration at 3:00pm daily
- Complete “Official Section” in individual Study Hall Log Book
• Monitor students completion of assessments in a quiet learning environment
• Log repeater attendance in Repeater’s Log Book
• Report non-compliance students to Administration
• Provide student with an exit slip for parent/guardian information

**Administration Will:**
• Supervise Hall Monitors
• Check classes Log Book on a daily basis
• Liaise with subject teachers that assessments have been received
• Arrange conference with parents for students who have frequent missing assessments

Ensure that environment is conducive to learning and is equip
STUDY SKILLS

Listening

☐ Concentrate on your teacher.
☐ Tune out noise/talking.
☐ Listen for the main ideas.
☐ Be alert for the speaker's feelings and style.

Taking notes

☐ Do not write down everything.
☐ Write down important ideas and supporting facts.
☐ Use your own words, not your teacher's.
☐ Learn different note-taking methods.
  - mapping
  - outlining
☐ Keep notes organized by dating and numbering pages.
☐ Keep all notes for a class in one place.

Tip: Listen 80% and write 20% of the time.

Remembering

☐ Quickly review what you're learning in each class daily and weekly.
☐ Summarize important chapters, lectures, or discussions. Just doing this will help you remember.

☐ Apply what you're learning as soon as possible.
☐ Study with friends if you can stay on topic. Ask questions and answer their questions.
☐ Learn memory aid techniques to trigger recall.

Tip: Short, repeated study periods work better than one long cram session.

Workplace

☐ Work in the same place as much as possible.
☐ Keep your workplace clean and uncluttered.
☐ Make sure you have good lighting to avoid tired eyes and drowsiness.
☐ Use a firm, straight chair.
☐ Don't do homework in front of the TV!
☐ Quiet music may help, or it may just distract you. Choose what's best and stick to it.
TEST SKILLS

Get Ready,

- Find out what kind of test you're getting (multiple choice, essay-type).
- Avoid cramming.
- Set up a study schedule so you review everything well before the test. Use your agenda to keep track.
- Write out likely questions and answer them.
- Get enough rest the night before.
- Wear comfortable clothing.
- Take all the necessary tools: pens, pencils, erasers, calculator, hi-lighter, etc.

Tip: When you're well prepared, you experience less stress.

Get Set,

- Don't start writing as soon as you get the test.
- First, skim the exam to make sure you have it all.
- Then read the instructions.
- Hi-light key words like discuss, compare, list ...
- Quickly estimate how much time you have to answer questions.

Go!

- Answer easier questions first to boost your confidence.
- Read questions several times to be sure you understand exactly what is being asked.
- Never rush through questions in a panic. Be calm and pace yourself.
- Try to leave some time before the test is over to review and correct errors.
- If you run out of time on a certain question, leave some room and return to it later.

Multiple choice

- Don't guess unless there is no penalty for wrong answers.
- Before looking at the possible answers, try to form the answer in your mind.
- Don't change an answer that comes to mind first unless you're absolutely sure it's wrong.

Essay questions

- Always write answers in paragraph form unless a list is specifically asked for.
- Answer essay questions this way:
  1) Make a rough outline.
  2) Begin with a topic sentence that includes the key words of the question.
  3) Support your position with specific examples and detailed information.
  4) Conclude by very briefly summing up your answer.
What are you going to write about?
Sometimes the topic is determined for you. If not, write about something that interests you.

1. **Topic**
   - Narrow Your Topic
     - After you know your topic, narrow it to a manageable size.
     - Large Mammals
     - Large Mammals of North America
     - North American Black Bears
     - Habitat of North American Black Bears

   - Focus Your Writing on a Main Idea or Argument
     - Develop a thesis statement that briefly expresses your point of view.
     - The natural habitat of North American black bears is being lost to development at an alarming rate.

2. **Strategy**
   - What is the purpose of your writing?
     - You can write to inform, to persuade, to entertain, or to instruct.
     - Deciding what the purpose of your writing is will give you insight into how to write.
     - If you are writing to persuade, you might include examples that prove or give support to your claim.

   - What point of view will you use?
     - Generally, pick a point of view and stick with it.

   - Nonfiction
     - You can write with your own voice or without:
       - With: Based on this evidence, I conclude ...
       - Without: Based on this evidence, it is possible to conclude ...

   - Fiction
     - You can write in either the first person or the third person.
       - First: I walked down the street ...
       - Third: She walked down the street ...

   - Who is your intended audience?
     - You write differently depending on audience (e.g., friend vs. employer).
     - Adjust your style and language for each audience.
     - If you want to persuade, know your audience's position/beliefs.

   - What form will you give your writing?
     - Different forms (e.g., essay, book review) have different requirements.
     - Ask your teacher what form (or genre) you should write in.
What information do you need?

3 Content

Research your topic thoroughly
- Start general—encyclopedias, CD-ROMs—to get a broad view of the topic.
- Go specific—books, magazines, Internet, interviews—to get more detail.

Take notes as you go
- Write down relevant information.
- Don’t write down everything. Taking too many notes just drowns you in information, making it harder for you to write a coherent paper in which everything fits together.

Tip: When you take notes, immediately jot down the title of the work, the author, the publisher, and the date published. This saves time later!

Finally, it’s time for the real work!

4 Writing

Write your first draft
- Begin with a brief, interesting introduction.
- Include your thesis statement.
- Develop each paragraph in turn as a whole. For interest, vary the lengths.
- Make sure each paragraph is linked to the next (and the previous).
- Use your best arguments at the beginning and near the end.
- Close with a restatement of your original thesis.

Revise your draft
- Read it out loud slowly, listening for awkward words/sentences.
- Proofread for spelling and grammatical errors.
- Take out redundant phrases (ones that repeat what has already been said).
- Make sure the sentences have enough variety to keep readers interested.
- Check that all your paragraphs provide meaningful information.
- Clear up any vague or ambiguous sentences.

Write the final draft
- Make it look good!

Documentation

- Find out what method(s) of documentation your teacher prefers.